

M I N U T E S



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

JANUARY 27, 2026

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS
TRIBUNE ON JULY 3RD, 2025.

MIDDLESEX COUNTY STEM CHARTER SCHOOL

613 Carlock, Perth Amboy NJ 08861

Tel: 848-242-1818

www.middlesexcharter.org

BOARD OF TRUSTEES MEETING

Date: January 27, 2026, 6:30 PM

Place: 351 Mechanic Street, Perth Amboy, NJ 08861

OPEN PUBLIC MEETINGS ACT STATEMENT

In accordance with the “Open Public Meetings Act” P.L. 1975, c. 231 (Sunshine Law), the schedule and notification of this meeting have been published on Courier News and Home News Tribune on July 3, 2025.

Mission Statement

The mission of the Middlesex County STEM Charter School is to provide rigorous science, technology, engineering, and math curricula in a diverse and nurturing environment to spark students’ interest at early ages in STEM careers.

AGENDA

I. Roll Call

The Board of Trustees Meeting of the Middlesex County STEM Charter School is called to order at 7:14pm. The Board reserves the right to act on any or all agenda items.

Moved by Mr. Anthony Attanasio, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.1 is adopted unanimously.

Roll Call by:

Trustee	Position	Term Expires	Attendance
Mrs. Jackie Lewis	President	June 30, 2027	PRESENT
Mr. Anthony Attanasio	Vice President	June 30, 2026	PRESENT
Mr. David Vitali	Member	June 30, 2027	ABSENT
Ms. Melissa Corraliza	Member	June 30, 2026	PRESENT
Ms. Tonya Heyward	Member	June 30, 2026	PRESENT

Also Present:

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	PRESENT
Ms. Fiona Daubon	Business Administrator/Board Secretary	PRESENT
Ms. Sarah Kaeli	Director of Curriculum	PRESENT

Ms. Asli Cebe	Director of Operations	PRESENT
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II. Acceptance of Agenda

BE IT RESOLVED, Middlesex County Stem Charter School Board of Trustees approves the Board Meeting agenda.

Moved by Ms. Melissa Corraliza, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.2 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the Regular Board Meeting Minutes for November 06, 2025 as presented in [Appendix A](#)

Moved by Ms. Melissa Corraliza, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.3 is adopted unanimously.

IV. FY25 Annual Comprehensive Financial Report (Audit) and Auditor's Management Report

BE IT RESOLVED, that the Board hereby accepts the attached Annual Comprehensive Financial Report (ACFR) and Auditor's Management Report (AMR) with no findings and no corrective action recommended for the fiscal year ending June 30, 2025:

[SYNOPSIS](#)

ACFR: [Appendix B](#) AMR: [Appendix C](#)

Moved by Mr. Anthony Attanasio, seconded by Mrs. Jackie Lewis to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.4 is adopted unanimously.

V. Board Matters

i. **Annual Financial Disclosure Statement:** to be completed by all Board

Members as per N.J.S.A. 18A:12-25 and N.J.S.A. 18A:12-26 and submitted to the NJDOE by April 30, 2026.

ii. Next Board Meeting: Thursday March 26, 2026

VI. Board Policy

i. BE IT RESOLVED, that the Board approves the **first reading** of the following **Policy 5460- High School Graduation** [Appendix D](#)

Moved by Ms. Melissa Corraliza, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.5 is adopted unanimously.

ii. BE IT RESOLVED, that the Board approves the **first reading** of the following new/revised/abolished policies and code of conduct as detailed in the exhibits attached hereto and made a part of the minutes. [Appendix E](#)

Number	P	R	Policy/ Regulation Title
0142.1C	X		Nepotism- Charter School (M) (Revised)
0174C	X		Legal Services- Charter School (M) (Revised)
0177C	X		Professional Services- Charter School (M) (Revised)
1220	X		Employment of Chief Education Officer (M) (Revised)
1570C	X	X	Internal Controls- Charter School (M) (Revised)
1552	X	X	Sexual Harassment- Staff (M) (New)
2530	X	X	Resource Materials (Revised)
2535	X	X	Library Material (M) (New)
9130	X	X	Public Complaints (Revised)

3362	X	X	Sexual Harassment (M) (Abolished) Sexual Harassment of Teaching Staff Members Complaint Procedure (Abolished)
4352	X	X	Sexual Harassment (M) (Abolished) Sexual Harassment of Support Staff Members Complaint Procedure (Abolished)

Moved by Mrs. Jackie Lewis, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.6 is adopted unanimously.

VII. Chief Education Officer's Monthly Report – Dr. Sercan

1. CSP Update
 - a. Enrollment
 - i. 268 applications received as of 01/27/26
 - ii. FY26 capacity - 989 students
 - iii. Current enrollment- 794 students
 - b. Implementation II Budget- submitted
2. Student Achievement Data- comparative report of MCSCS & Perth Amboy School district
 - a. We are outperforming in Math in Elementary & Middle School Level
 - b. Similar performance in ELA in Elementary & slightly better at the Middle School level

VIII. Public Comments

The Board President or designee opens the public comment session on any topic. Each person is limited to speaking for a period of three (3) minutes and will be asked to give their full name, spell their last name and provide their address. The Board President or designee closes the public comment session on any topic.

NO PUBLIC COMMENT

IX. Designations, Discussion and Action Items

a) **Saturday Academy Program**

BE IT RESOLVED that the Board of Trustees hereby approves the Saturday Academy Program to provide supplemental academic support in ELA and Math that will be funded by FY26 Title I funds for the period January 31, 2026 to May 16, 2026.

Moved by Mrs. Jackie Lewis, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.7 is adopted unanimously.

b) CST Evaluation Service Agreement

BE IT RESOLVED that the Board of Trustees approves Marilyn A. Kubichek MD LLC to provide CST Evaluation services for the 2025-2026 school year. [Appendix F](#)

Moved by Ms. Tonya Heyward, seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.8 is adopted unanimously.

c) FY26 Professional Services for School Physician

BE IT RESOLVED, that the Board of Trustees approves Dr. Fariha Saleem to provide Professional Services as a School Physician for the 2025-2026 school year at a per diem cost of \$200/hr.

Moved by Ms. Melissa Corraliza, seconded by Mr. Anthony Attanasio, to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.9 is adopted unanimously.

d) FY26 Professional Services for Architect

BE IT RESOLVED, that the Board of Trustees approves Jeffrey W. Kusmick, Architect to provide Professional Services as an Architect for the 2025-2026 school year at an hourly rate of \$250/hr.

Moved by Ms. Tonya Heyward, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.10 is adopted unanimously.

e) FY26 Professional Services for Engineering

BE IT RESOLVED, that the Board of Trustees approves David J. Brill & Associates LLC, to provide Professional Engineering Services for the 2025-2026 school year at an hourly rate of \$150/hr.

Moved by Mr. Anthony Attanasio, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.11 is adopted unanimously.

X. Human Resources

A. New Hires

BE IT RESOLVED, that the Board, upon recommendation by the CEO, approves the hiring of new employees, adjustments in professional responsibilities, pertinent salary allocations, additional stipends, professional development compensation and alumni tutors for the school year of 2025-2026 school years as detailed in the below exhibits attached hereto and made a part of the minutes:

i. New Hires, Renewals & Position/Term Changes for the school year of 2025-2026 as detailed in the exhibit attached hereto and made a part of the minutes.

[Appendix G](#)

ii. Stipends & Bonus for Teachers and staff FY26 [Appendix H](#)

Moved by Ms. Melissa Corraliza, seconded by Ms. Tonya Heyward to approve to approve agenda items

XII. A - i through ii.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.12 is adopted unanimously.

B. Salary Proportions from IDEA Grant Funding

BE IT RESOLVED, that the Board approves the following salary proportion for IDEA support staff for the school year 2025-2026.

Name	Position	Total Salary	Prorated Salary	% Federal Funding	Federal Amount
Wasnieski, Emily	School Psychologist	\$70,000	\$45,500	65%	\$45,500

Moved by Ms. Melissa Corraliza, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.13 is adopted unanimously.

C. Field Trips

BE IT RESOLVED, that the Board hereby approves the field trips listed in [Appendix I](#)

Moved by Ms. Tonya Heyward, seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.14 is adopted unanimously.

D. Workshops/Conferences

Approval of the attendance to and costs of the following Workshops/Conferences as requested by faculty members:

WHEREAS, the Faculty listed below will be attending workshops; and

WHEREAS, the attendance at stated functions is accepted as work-related and within the scope of the work responsibilities of the attendee; and

WHEREAS, the attendance at the functions is accepted as promoting delivery of instruction, furthering efficient operation of the school district; and fiscally prudent, and

WHEREAS, the travel and related expenses particular to attendance at these functions are expected to exceed the state travel guidelines established by the Department of Treasury in NJOMB circular letter; be it

RESOLVED, that the board finds the cost of attendance, including all registration fees, and statutorily authorized travel and related expense and the excess expenses particular to attendance at this function as unavoidable, be it

RESOLVED, that the excess is justified and therefore reimbursable.

Employee	Date	Program Name	Location	Cost
Ms. Maria Greenstein	May 19, 20, 21 2026	2026 NJTSOL/NJBE Spring Conference	Hyatt Regency Hotel, New Brunswick NJ	\$575
Ms. Stephanie Skrocki	May 19, 2026	2026 NJTSOL/NJBE Spring Conference	Hyatt Regency Hotel, New Brunswick NJ	\$325
Mr. Kevin Martin	May 20, 2026	2026 NJTSOL/NJBE Spring	Hyatt Regency Hotel, New Brunswick NJ	\$325

		Conference	Brunswick NJ	
Mr. Doherty, Dr. Mathews	July 29, 2025	2025 AP Human Geography PD NOVI Summer Institute	Virtual	\$675 per person

Moved by Mr. Anthony Attanasio, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.15 is adopted unanimously.

XI. Finance

i. Acceptance of the RISE Grant

WHEREAS, the Reading Intervention for Secondary Engagement (RISE) Grant is a subgrant opportunity under New Jersey's Comprehensive Literacy State Development (CLSD) award, designed to support Local Education Agencies (LEAs) serving large populations of socially disadvantaged students; and

WHEREAS, the RISE Grant specifically supports the implementation of innovative, evidence-based literacy interventions for students at the secondary level, in grades 6-12; and

WHEREAS, the grant prioritizes strategies from the Institute of Education Sciences guide to Providing Reading Intervention for Students in Grades 4-9 and focuses on sustaining practices beyond adopting an online platform; and

WHEREAS, Middlesex County STEM Charter School has been selected to receive this grant to improve secondary literacy practices and engagement as presented in [Appendix J](#);

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Middlesex County STEM Charter School accepts the Reading Intervention for Secondary Engagement (RISE) Grant in the amount of \$30,000 and authorizes the Chief Education Officer and School Business Administrator to complete all actions necessary to implement the grant in accordance with state guidelines.

Moved by Ms. Tonya Heyward, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.16 is adopted unanimously.

ii. FY26 Revised Budget

BE IT RESOLVED, that the Board hereby approves the Revised Budget for the 2025-2026 School Year based on the October 15th Enrollment Count to be submitted to the NJDOE Office of Charter & Renaissance Schools. [Appendix K](#)

Moved by Ms. Melissa Corraliza, seconded by Mrs. Jackie Lewis to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.17 is adopted unanimously.

iii. FY27 Budget Calendar

BE IT RESOLVED that the Board of Trustees approves the Budget Calendar for the FY27 budget. [Appendix L](#)

Moved by Ms. Tonya Heyward, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.18 is adopted unanimously.

iv. Finance Committee

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the following individuals to be part of the Finance Committee for the 2025-2026 school year:

Dr. Sercan, Ms. Fiona Daubon, Ms. Melissa Corraliza, Ms. Tonya Heyward

Moved by Mr. Anthony Attanasio, seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.19 is adopted unanimously.

v. Monthly Reports

a. Board Secretary & Treasurer's Report

Upon recommendation of the Chief Education Officer, and the Business Administrator, motion to approve the following resolution:

WHEREAS, both the [A148 Report of the Secretary](#) and the [A149 Report of the Treasurer of School Moneys](#) for the following months are in agreement with the cash balance in the Governmental Funds in the amount of

- \$3,308,261.76 as of October 31, 2025.
- \$2,313,202.35 as of November 30, 2025
- \$3,662,788.49 as of December 31, 2025

BE IT RESOLVED, that the Reports of the Secretary and the Treasurer of School Moneys be accepted.

b. Board Secretary's Certification of Accounts

Pursuant to N.J.A.C. 6A:23-2.11, I certify that as of December 31, 2025 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

_____	<u>January 26, 2026</u>
<i>Fiona Daubon – Business Administrator</i>	<i>Date</i>

c. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's reports for October 2025, November 2025 and December 2025 based upon consultation with and representations of the appropriate officials (Secretary, Treasurer, Business Administrator and Chief Education Officer), the Board of Trustees of Middlesex County STEM Charter School has ascertained, to the best of our knowledge and ability, with the information provided, that no major account (Current Expense, Capital Outlay, Debt Service) has been over-expended and that sufficient funds are available to meet the charter's financial obligations for the remainder of the fiscal year, and hereby certifies the charter's financial plan (the budget) as approved is being followed as revealed in the financial.

Moved by Mrs. Jackie Lewis, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.20 is adopted unanimously.

d. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the periods between November 1, 2025 through to December 31, 2025 in the total amount of \$2,951,036.09

[Appendix M](#)

Moved by Mr. Anthony Attanasio, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.21 is adopted unanimously.

XII. Adjournment

Moved by Ms. Tonya Heyward, seconded by Mrs. Jackie Lewis to **adjourn meeting** at 8:42PM.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260127.22 is adopted unanimously.